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PROD - 15

24 August 1967

Approved for use 27 Oct. 67

MEMORANDUM FOR: Director, Office of Basic and Geographic Intelligence

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SUBJECT : Publications [REDACTED]

REFERENCE : DD/I Notice N 5-100-7, dated 15 April 1966

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File

1. Referenced DD/I Notice validates three categories of finished intelligence publications for use by the Directorate. At the time the notice was issued we recognized it did not reflect the main features of geographic intelligence publications. Our initial solution, as you know, was to withdraw the designation of publication type from those reports that did not conform to the supplied definitions of Intelligence Memorandum, Intelligence Report, and Intelligence Handbook, and to identify the reports simply with their relevant project number, such as "CIA/BGI PN 67.1984."

2. The advent of the weekly reporting to O/DDI of production completed and underway has changed the nature of our problem. We are required to designate publication type for each project reported, as an aid to O/DDI and the Executive Council in understanding the nature of the work cited. It is no service to O/DDI for [REDACTED] to put down "PN 67.1984." On the other hand, we cannot substitute one of the validated categories where the anticipated or completed product in no way fits the given definition. We have tried the middle ground of "typescript memo," but these support studies for [REDACTED] are very different from the brief policy support commentaries or analyses to which OER and OCI apply the same name. Similarly, our use of "Intelligence Report" to identify a lengthier study [REDACTED] planning is not really consistent with the definition of that category.

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3. These problems of identification arise in the case of any project that is undertaken in support of other parts of the Directorate or of the Agency. Our difficulty is that this kind of project represents most of [REDACTED] work. Since the projects usually respond to internal CIA (and limited distribution) needs, it is not vital that we have a bigger line-up of formal publication categories to house them. It would seem desirable, however, to create a couple of additional categories for

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Excluded from automatic
downgrading and
declassification

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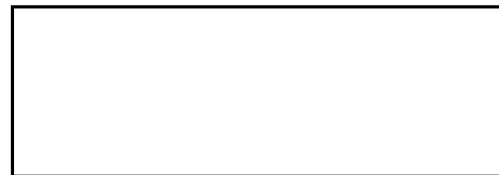
Directorate use in the weekly production report and assorted records-keeping. I suggest the following for consideration:

Support Memorandum - A short research report or commentary prepared in support of the program of other intelligence components.

Support Study - A detailed and comprehensive research report or analysis prepared in support of the program of other intelligence components.

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